

APPENDIX 3 – Annual Report Form for the Port of Seattle and the Port of Tacoma

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Annual Report for Calendar Year _____.

Two printed copies and one electronic copy of this report are due to Ecology by March 31, of the following calendar year. For all annual reports complete sections I through VI. For the third and all following annual reports also complete section VII. Do not leave any questions blank.

<i>Permittee Name</i>		<i>Permit Coverage Number</i>
<i>Contact Name</i>		<i>Phone Number</i>
<i>Mailing Address</i>		
<i>City</i>	<i>State</i>	<i>Zip + 4</i>
<i>Email Address</i>		

I. Permittee Information

II. Regulated Small MS4 Location

<i>Jurisdiction</i>
<i>Major receiving water(s)</i>

III. Relying on another Governmental Entity

If you are relying on another governmental entity to satisfy one or more of the permit obligations, list the entity and the permit obligation they are implementing on your behalf below. ***Attach a copy of your agreement with the other entity.***

IV. Certification Must be signed by the responsible official(s) - permittee or co-permittees.

I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that Qualified Personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for willful violations.

Name _____ Title _____ Date _____

Name _____ Title _____ Date _____

Name _____ Title _____ Date _____

V. Submittal

Deliver two printed and signed copies and one electronic copy ([Excel](#)~~MS Word~~ format or PDF; on CD ROM) of this report by March 31 to:

Department of Ecology
Water Quality Program
Municipal Stormwater Permits

P.O. Box 47696
Olympia, WA 98504-7696

VI. Status Report Covering Calendar Year _____ .

Note: Items that have future compliance dates must still be checked to indicate status.

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1. YES ☐ NO ☐ **Attached** a copy of the Permittee's Stormwater Management Program (SWMP) as per S6.A.5 and S9.G?

Comments:

-
2. YES ☐ NO ☐ **Attached** a copy of any boundary changes to the Permittee's SWMP as per S9.G.5?

Comments:

-
3. YES ☐ NO ☐ Included an education program **med** aimed at tenants and Port employees in your SWMP? (*Required* within 3 years of permit coverage, S6.E)

Comments:

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4. YES ☐ NO ☐ Distributed educational information to Port employees, tenants and residents about the impact of stormwater discharges on receiving waters and steps that can be taken to reduce pollutants in stormwater runoff? (*Required* 18 months after permit coverage, S6.E.1.a)

Comments:

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5. YES ☐ NO ☐ Published a public notice in the local newspaper and solicit public review of their SWMP? (*Required* by August 19, 2011, S6.E.2.a)

Comments:

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6. YES ☐ NO ☐ Made the latest updated version of the SWMP available to the public? (*Required* by August 19, 2011, S6.E.2.b)

Comments:

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7. YES ☐ NO ☐ Posted the SWMP on the Port's website? (*Required* by August 19, 2011, S6.E.2.b)

Comments:

8. YES ☐ NO ☐ Developed and adopted a program to detect, remove and prevent illicit connections and illicit discharges, including spills, into the municipal separate storm sewers owned or operated by the Port? (*Required* within 3 years of permit coverage, S6.E.3)

Comments:

9. YES ☐ NO ☐ Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern non-stormwater discharges where the Port district's separate storm sewer system is located? (S6.E.3.a)

Comments:

10. YES ☐ NO ☐ Developed and adopted policies prohibiting illicit discharges and illegal dumping? (*Required* 1 year from date of permit coverage, S6.E.3.b.)

Comments:

11. YES ☐ NO ☐ Identified an enforcement mechanism for illegal discharges? (*Required* 1 year from date of permit coverage, S6.E.3.b.)

Comments:

12. YES ☐ NO ☐ Developed and implemented an enforcement plan to ensure compliance with illicit discharge policies? (*Required* 18 months from date of permit coverage, S6.E.3.b.)

Comments:

13. YES ☐ NO ☐ Attached a copy of the policies and enforcement plan and a summary of illicit discharges discovered and actions taken to eliminate the discharges and other applicable requirements under S6.E.3.b. and S9?

Comments:

14. YES ☐ NO ☐ SWMP includes an ongoing program for gathering, maintaining, and using adequate information to conduct planning, priority setting, and program evaluation activities for Port-owned properties? (S6.E.3.c)

Comments:

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- 15. YES ☐ NO ☐** Mapped all known municipal separate storm sewer outfalls, depicting land use for property owned by the Port, and all other properties served by municipal separate storm sewers known to and owned or operated by the Port? (*Required* within 2 years of permit coverage, S6.E.3.c.i)

Comments:

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- 16. YES ☐ NO ☐** Mapped tributary conveyances and the associated drainage areas of municipal separate storm sewer outfalls owned or operated by the Port with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems? (*Required* within 2 years of permit coverage, S6.E.3.c.ii)

Comments:

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- 17. YES ☐ NO ☐** Developed and implemented a program to document operation and maintenance records for stormwater facilities covered under this permit? (*Required* within 2 years of permit coverage, S6.E.3.c.iv)

Comments:

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- 18. YES ☐ NO ☐** Conducted field inspections and visually inspected for illicit discharges at approximately one third of all known outfalls? (*Required* within 2 years of permit coverage, S6.E.3.d)
Number of known outfalls? _____
Number of outfalls inspected: _____

Comments:

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- 19. YES ☐ NO ☐** Developed and implemented procedures to identify and remove any illicit discharges? (*Required* within 2 years of permit coverage, S6.E.3.d)
Number of illicit discharges identified? _____
Number of illicit discharges removed? _____

Comments:

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- 20. YES ☐ NO ☐** Developed and implemented a spill response plan in coordination with a qualified spill responder? (*Required* by August 19, 2011, S6.E.3.e)

Comments:

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- 21. YES ☐ NO ☐** Provided training for staff on proper best management practices for preventing spills and illicit discharge? (S6.E.3.f)

Phase I Municipal Stormwater Permit

Comments:

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- 22.** YES ☐ NO ☐ SWMP includes a program to address post-construction stormwater runoff from new development and redevelopment projects under the functional control of the Permittee? (*Required* within 3 years of permit coverage, S6.E.4.a)

Comments:

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- 23.** YES ☐ NO ☐ Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) in which the Port is located that govern construction phase stormwater pollution prevention measures? (*Required* within 1 year of permit coverage, 6.E.4.a)

Comments:

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- 24.** YES ☐ NO ☐ To the extent allowed by local ordinances, rules and regulations, complied with applicable minimum technical requirements for new development and redevelopment found in Appendix 1? (*Required* within 1 year of permit coverage S6.E.4.a)

Comments:

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- 25.** YES ☐ NO ☐ Obtained NPDES permit coverage for all applicable construction projects owned or operated by the Permittee? (S6.E.4.b)

Comments:

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- 26.** YES ☐ NO ☐ Coordinated with local jurisdictions on projects owned or operated that discharge into Permittee's MS4? (S6.E.4.c)

Comments:

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- 27.** YES ☐ NO ☐ Provided training for relevant staff in erosion and sediment control BMPs and requirements, or hired trained contractors to perform the work? (S6.E.4.d)

Comments:

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- 28.** YES ☐ NO ☐ Provided access, as requested, for inspection of construction sites or other land disturbances that are under the control of the Port during the active grading and/or construction period? (S6.E.4.e)

Comments:

29. YES ☐ NO ☐ SWMP includes a program that addresses post-construction stormwater runoff from new development and redevelopment projects and establishes controls to prevent or minimize water quality impacts? (*Required* within 3 years of permit coverage, S6.E.5)

Comments:

30. YES ☐ NO ☐ Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern post-construction stormwater pollution prevention measures, including proper operation and maintenance of the MS4? (S6.E.5.a)

Comments:

31. YES ☐ NO ☐ Complied, to the extent allowed by local ordinances, rules, and regulations with the applicable the minimum technical requirements for new development and redevelopment contained in Appendix 1? (*Required* within 1 year of permit coverage, S6.E.5.a)

Comments:

32. YES ☐ NO ☐ Coordinated with local jurisdictions on projects owned or operated that discharge into Permittee's storm sewer system, to assist the local jurisdiction achieve compliance with relevant ordinances, rules, and regulations of the local jurisdiction(s)? (S6.E.5.b)

Comments:

33. YES ☐ NO ☐ SWMP includes an operation and maintenance program for all stormwater treatment and flow control facilities and catch basins to ensure that BMPs continue to function properly? (*Required* within 3 years of permit coverage, S6.E.6)

Comments:

34. YES ☐ NO ☐ Prepared an operation and maintenance manual for all stormwater BMPs under the functional control of the Permittee? (*Required* within 2 years of permit coverage, S6.E.6)

Comments:

35. YES ☐ NO ☐ Developed and implemented an O&M manual with maintenance standards that are as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 *Stormwater Management Manual for Western Washington*?? (S6.E.6.a)

Comments:

36. YES ☐ NO ☐ Inspected stormwater BMPs listed in the O&M manual and took appropriate maintenance action? (S6.E.6.b)
Number of BMPs inspected during the reporting period: ____.
Number of maintenance actions taken during the reporting period: ____.

Comments:

37. YES ☐ NO ☐ Provided appropriate training for Port maintenance staff ? (S6.E.6.c)

Comments:

38. YES ☐ NO ☐ Maintained records of inspections and maintenance activities? (S6.E.6.a)

Comments:

39. YES ☐ NO ☐ SWMP includes the development and implementation of one or more Stormwater Pollution Prevention Plans (SWPPPs)? (*Required* within 3 years of permit coverage, S6.E.7)

Comments:

40. YES ☐ NO ☐ Developed and implemented Stormwater Pollution Prevention Plans (SWPPPs) that included a site plan, identification of pollutant sources and description of the drainage system? (*Required* within 2 years of permit coverage S6.E.7.a)

Comments:

41. YES ☐ NO ☐ SWPPPS included stormwater BMPs selected from the 2005 *Stormwater Management Manual for Western Washington* (or an equivalent approved by Ecology) or a schedule for implementation of structural BMPs? (S6.E.7.c)
Number of non-structural BMPs implemented: ____.

Comments:

-
42. YES ☐ NO ☐ Maintained list of all sites covered under required Stormwater Pollution Prevention Plans (SWPPPs)? (15% of listed sites must be inspected annually and 80% of total sites must be inspected by August 19, 2011, S6.E.7.d.)
Number of sites covered under SWPPPs: _____
Number of sites inspected: _____

Comments:
-
43. YES ☐ NO ☐ SWPPP(s) include policies and procedures to reduce pollutants associated with the application of pesticides, herbicides and fertilizer? (S6.E.7.e.)

Comments:
-
44. YES ☐ NO ☐ SWPPP(s) include measures to prevent, identify and respond to illicit discharges, including illicit connections, spills and improper disposal? (S6.E.7.f.)

Comments:
-
45. YES ☐ NO ☐ SWPPP(s) include a component related to inspection and maintenance of stormwater facilities and catch basins that is consistent with the Port's Operation and Maintenance Program? (S6.E.7.g.)

Comments:
-
46. YES ☐ NO ☐ Is there an approved Total Maximum Daily Load (TMDL) applicable to stormwater discharges from a MS4s owned or operated by the Permittee? (S7)
-
47. YES ☐ NO ☐ Complied with the specific requirements identified in Appendix 2? (S7.A)
NA ☐

Comments:
-
48. YES ☐ NO ☐ **Attached** status report of TMDL implementation? (S7.A)
NA ☐

Comments:
-
49. YES ☐ NO ☐ Where monitoring was required in Appendix 2, did you conduct the monitoring according to a Quality Assurance Project Plan? (S7.A)
NA ☐

Comments:
-

50. YES ☐ NO ☐ Developed and implemented a comprehensive long-term monitoring program as per S8.C?

Comments:

51. YES ☐ NO ☐ Took appropriate action to correct or minimize the threat to human health or the environment or otherwise stop or correct the condition of any instances of non-compliance with any of the terms and conditions of this Permit, including discharges from or into the Permittee's MS4 which may cause could constitute a threat to human health, welfare, or the environment? (G320 and S4.F)

Comments:

52. YES ☐ NO ☐ NA ☐ Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20 and S4.F)

Comments:

53. YES ☐ NO ☐ NA ☐ Notified Ecology immediately in cases where the Permittee becomes aware of a discharge from from or into the Permittees MS4 which could constitute may cause or contribute to an eminent threat to human health, welfare, or the environment? (G320 and S4.F)

Comments:

54. YES ☐ NO ☐ Attached a summary of the status of implementation of any actions taken pursuant to S4.F and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period. (S4.F.3.d)

Comments:

VII. Information Collection and BMP Evaluation

Complete sections A, B and C for the Third and all following annual reports (S8.A, S8.B and S9)

A. Information Collection

List below either the results of information collected and analyzed during the reporting period, including monitoring data (if any) and how to contact for additional information OR summarize the results of information collected and indicate how more complete information can be obtained.

B. SWMP Evaluation (S8.B & S9)

You are required to assess the appropriateness of the BMPs you have selected to implement your SWMP. This evaluation is necessary to evaluate whether the MEP standard set by the permit is protective of water quality in your receiving water bodies. This assessment may be entirely qualitative. Select “N/A” if you are not yet fully implementing the entire program of BMPs for a component of the SWMP.

-
1. YES ☐ NO ☐ Are the BMPs selected and implemented for Public Outreach appropriate
N/A ☐ to minimize pollutants in the MS4 to the MEP?

Comments:

-
2. YES ☐ NO ☐ Are the BMPs selected and implemented for Public Involvement
N/A ☐ appropriate to minimize pollutants in the MS4 to the MEP?

Comments:

-
3. YES ☐ NO ☐ Are the BMPs selected and implemented for Illicit Discharge Detection
N/A ☐ and Elimination appropriate to minimize pollutants in the MS4 to the
MEP?

Comments:

-
4. YES ☐ NO ☐ Are the BMPs selected and implemented for Construction Stormwater
N/A ☐ Pollution Prevention appropriate to minimize pollutants in the MS4 to the
MEP?

Comments:

-
5. YES ☐ NO ☐ Are the BMPs selected and implemented for Post-Construction Runoff
N/A ☐ Management appropriate to minimize pollutants in the MS4 to the MEP?

Comments:

-
6. YES ☐ NO ☐ Are the BMPs selected and implemented for Good Housekeeping
N/A ☐ for Municipal Operations appropriate to minimize pollutants in the MS4 to
the MEP?

Comments:

C. Changes in BMPs or objectives (S8.B)

If any of the BMPs or objectives is being changed, list the old BMP and objective, the new BMP and objective, and a justification for the change below.

1. Old BMP:	Old Objective:
2. New BMP:	New Objective:
Justification for change:	
1. Old BMP:	Old Objective:
2. New BMP:	New Objective:
Justification for change:	